



Summary of Activities for School Coordinators

Grade 4



What will be asked of the school coordinator?

Upon the school's agreement to participate, Westat staff will work with the school coordinator to:

- Schedule the assessment. A Westat staff member will contact the school coordinator to schedule a convenient date between April 4 and May 27, 2011. The coordinator will need to arrange the use of each selected class' classroom or an alternative quiet space for the assessment.
- Review parent notification procedures. If your school requires parental permission to conduct the assessment(s), the Westat staff member will review these procedures with the school coordinator.
- Provide a list of fourth-grade classes. The school coordinator will receive instructions for preparing and submitting a list of fourth-grade classes. Classes from the list will be selected randomly to participate.
- Provide a student listing for each selected class.
All student names will be kept confidential and will never be linked to assessment booklets or results. Individual student responses or scores are NEVER reported or distributed.

Closer to the assessment date, the school coordinator will be asked to:

- Work with a Westat staff member to identify those students with special needs or limited English proficiency that preclude them from participating in the assessment.

- Notify parents, teachers, and students. Once the classes and students have been selected, a Westat staff member will work with the school coordinator on procedures for notifying parents, teachers, and students of the study and the benefits of participating.
- Receive the School and Teacher Questionnaires. The school coordinator will be mailed the School and Teacher Questionnaires and asked to distribute them to the school principal and teachers of the selected classes. The school coordinator should also retrieve the questionnaires and return them to the Westat staff member on assessment day.
- Confirm the assessment information. At least 2 weeks before the assessment, a Westat staff member will contact the school coordinator to confirm the date and location of the assessment.

On assessment day, the school coordinator will be asked to:

- Ensure that all students in the selected classes attend the assessment session. While it is not necessary for the school coordinator to be present during the session, the school coordinator should be available before the assessment to help locate selected students and ensure participation. **It is very important that student attendance rates be as high as possible** to avoid the need for a makeup session.

A graphic timeline of activities is also available for your convenience.

Please feel free to contact the U.S. TIMSS–PIRLS Home Office with any questions

via email at TIMSS-PIRLS@westat.com

or by calling **1-888-369-5033**